

CORRECTIONAL DIETARY REGIONAL MANAGER Dietetic

Recruitment #16-004042-0001

DEPARTMENT Department of Public Safety and Correctional Svcs

DATE OPENED 9/27/2016 5:52:00 PM

FILING DEADLINE 1/11/2017 11:59:00 PM

SALARY \$68,504- \$91,107.00/year

EMPLOYMENT TYPE Full-Time

HR ANALYST Kristina Metzger

WORK LOCATION Baltimore City
Somerset

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Introduction

This recruitment has been re-opened. If you applied previously, you do not need to reapply.

This is a **MANAGEMENT SERVICES** position with the Department of Public Safety and Correctional Services. The incumbent serves at the pleasure of the appointing authority.

GRADE

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LOCATION OF POSITION

The current vacancies are at the locations below, however this recruitment will be used to fill future vacancies. Therefore, we encourage you to apply at this time. Please select all of the locations in which you will accept employment.

Eastern Correctional Institution (ECI) : 30420 Revells Neck Rd., Westover, MD 21890

Metropolitan Transition Center (MTC): 954 Forrest Street, Baltimore, MD 21202

Main Purpose of Job

Under the direction of the Chief, Correctional Food Services, this position provides:

Overall Food Service management and supervision in a large scale of food service operation, and provides nutritional and clinical responsibilities which includes clinical care practices, addresses dietary consults, menu planning and nutritional analysis, knowledge of current and updated clinical care practices.

This includes sound food cost accounting and practices, menu development, purchasing, production, knowledge of large scale dietary equipment, purchasing, service of food and supplies as well as knowledge and compliance with health and sanitation standards.

POSITION DUTIES

Industrial Food Service Management:

This position is responsible for management of all food service activities within the assigned institution/s in order to ensure compliance with department policies and procedures, established local, state and federal regulations. Duties involved in carrying this mission, but not limited to:

- Purchasing and storage of food, supplies and dietary equipment;
- Develops, implements and supervises production activities, operation, delivery and compliance of regular, medical and religious diet menus;
- Monitors sanitation practices, proper and safe storage of food;
- Practices sound food cost accounting and food inventory within budgetary restraints;
- Provides adequate staffing coverage to meet the department's goals and practices.
- Assists in reviewing Food Service Policy and Procedure Manual.

Clinical and Nutritional Care Practices:

This position includes clinical responsibilities, but not limited to:

- Menu planning for regular, medical and religious diets and nutritional analysis;
- Addresses dietary consults as requested by clinicians for various medical conditions and food-related interventions;
- Assists in reviewing Medical Diet Manual;

Makes recommendations regarding current and updated clinical knowledge and practices.

MINIMUM QUALIFICATIONS

Education: Determined by the Maryland State Board of Dietetic Practice under the licensing requirements for Nutritionists and Dietitians.

Experience: Four years of supervisory experience in a large-scale food service operation in an institutional, commercial, industrial or similar organization.

Notes: 1. A master's degree in food service management, dietetics, nutrition, home economics, business administration, public administration or a closely related field may be substituted for two years of the Experience requirement.

2. Candidates may substitute U.S. Armed Forces military service experience in correctional institutional specialty codes in the criminal justice field of work at a rate of two years of military experience for the required experience.

For education obtained outside the United States, you will be required to provide proof of the equivalent American education as determined by a foreign credential evaluation service. This evaluation must be submitted with your application.

LICENSES, REGISTRATIONS AND CERTIFICATIONS

Applicants must meet this license requirement in order to be considered for this position. In order to meet this requirement a copy of your National and Maryland state license must be submitted with your application before the closing date.

Candidates for positions in this classification must possess a current registration license with the Commission of Dietetic Registration, Academy of Nutrition and Dietetics **AND** a license as a Dietitian or Nutritionist from the Maryland State Board of Dietetic Practice, 4201 Patterson Avenue, Baltimore, Maryland 21216.

SPECIAL REQUIREMENTS

1. Employees who have not already done so must meet the required selection standards and successfully complete the training prescribed by the Maryland Correctional Training Commission for a correctional officer during their probationary period, (Correctional Services Article, Section 8-209). Selection standards for correctional officer training are listed in detail in the Code of Maryland Regulations Title 12, Subtitle 10, Chapter 01 and include the following:

U.S. Citizenship or Resident Alien status

Must be at least 21 years of age

A completed background investigation

Oral interview

Physical examination.

2. Employees are subject to call-in 24 hours a day and, therefore, must provide the employing agency with a telephone number where they can be reached.

3. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

EXAMINATION PROCESS

All persons who meet the minimum and selective qualification will be approved on the certification list and will be placed on the employment (eligible) list for at least one year.

Please make sure that you provide sufficient information on your application to show that you meet the qualifications for this recruitment. **All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after the above closing date.**

Please apply online at www.dpscs.maryland.gov